Instructions for Completing the FY18 Shared Visions Parent Support Renewal Application

1. Login to www.IowaGrants.gov.

2. Select Funding Opportunities from the Main Menu.
   a. Select the Opportunity Title *FY18 Shared Visions Parent Support Renewal Application.*

3. Scroll down to read all of the information available about the grant. Please take particular notice of the:
   a. Deadline (the system will lock you out at 4:30 PM on this date)
   b. Funding Period (located within the *Application and Grant Information* section)
   c. *Provision of Services* section
   d. *Procedures Used to Determine Approval* section
   e. *Submission of Application* section
   f. *Attachments*
      i. 281-Iowa Administrative Code 67
      ii. FY18 Shared Visions Parent Support Grant Allocations
      iii. Iowa Code section 256A
      iv. Shared Visions Parent Support Budget Guidance
      v. Shared Visions Parent Support Income Eligibility Guidelines 2017
   g. *Website Links*
      i. Iowa Family Support Network
      ii. Department of Education
      iii. Child Development Coordinating Council

4. Scroll back to the top and select one of the following options:
   a. ***Copy Existing Application***
   b. ***Start a New Application***

| If you select *Copy Existing Application,* this will allow you to select and copy the renewal application completed last year for FY17. It will require you to open and delete the prior year's information in order to enter current information to accurately reflect the coming grant year.
• ==You will need to change the project title by opening the **General Information** form listed under the Application Forms.==
    o Select *Edit* at the top, then edit the project title to reflect the FY18 grant year using the following format: **Grantee Name, Program Name.**
• If you would like to ensure another person in your organization can access and view the application, you will need to add them to the **Additional Contacts** section.
    o To do this, select *Edit* at the top of the page (still in **General Information**).
    o Select a name from the box titled *Additional Grantee Contacts*. Only those people who have registered in Iowa Grants under your organization will appear.
    o Select *Save.* | If you select *Start a New Application,* this will create a new renewal application and open the **General Information** form requiring you to enter a project title.
• Enter a *Project Title* for the current year by using the following format: **Grantee Name, Program Name.**
    o Select *Save.*
• If you would like to ensure another person in your organization can access and view the application, you will need to add them to the **Additional Contacts** section.
    o To do this, select *Edit* at the top of the page.
    o Select a name from the box titled **Additional Grantee Contacts**. Only those people who have registered in Iowa Grants under your organization will appear.
    o Select *Save.* |

5. After creating or copying the new application for FY18, go back to the application forms by selecting *Go To Application Forms*. Then continue to select each form to make the appropriate edits.

    a. To update each form, the following general procedures apply:

        i. Select the form

        ii. Read the instructions embedded within the form

        iii. Select *Edit* and make the necessary changes

        iv. Select *Save*

        v. Select *Mark as Complete*.

*Note that some forms will require a multi-step process in addition to the general procedures listed above. Be sure to read and follow all instructions embedded within each form.

    b. Forms to complete include the following:

        i. **General Information** (already completed as noted above)

        ii. **Cover Sheet – General Information**

        iii. **Minority Impact Statement**

       iv.   **SV Parent Support Renewal – Program Information**
       v.   **SV Parent Support Renewal – Program Budget**
       vi.   **SV Parent Support Renewal – Assurances**
           a.   Note: There will not be a grant agreement mailed to you. The *Assurances* page with your electronic signature along with Department of Education approval of the application is considered an approved grant. A Department of Education staff member will change the status of the application to ***Underway*** indicating it has been approved and is an awarded grant.

Completion of the Application

1. Once all of the application forms have been completed and they are all marked as complete, select *Preview*. This will allow you to view the application in its entirety prior to submitting it. When finished reviewing the full application, select *Go to Application Forms*.
2. After you are certain the application is complete and accurate, select *Submit*. This will take you to a signature page to be completed. Enter the information and select *Submit* again. You should receive a confirmation note on the next screen.

*If you are not able to complete all of the forms at one time, you may save your work and complete it at a later time. To access the application again:

1. Login to www.IowaGrants.gov.
2. Select *My Applications*.
3. The next page will provide a list of the Application Titles you have started.
4. Select the Project Title corresponding to the application you are completing for FY18.
5. This will take you to the list of *Application Forms* and you can continue completion of the renewal application.